

VBA SOURCE CODE BOOK



**Create Your Own Job
Application Manager With 1
Click Cover Letter Creator In
Excel**



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by: Randy Austin

ABOUT THE AUTHOR

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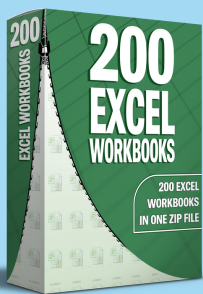
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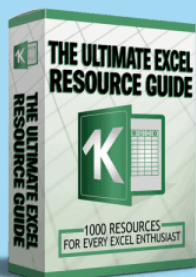
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1 Option Explicit

2

1 Option Explicit

2

```
1 Option Explicit
2
3 Private Sub Worksheet_SelectionChange(ByVal Target As Range)
4     If Target.CountLarge > 1 Then Exit Sub
5     If Shapes("BrowseLettBtn").Visible = True Then Shapes("BrowseLettBtn").Visible =
        msoFalse
6     If Not Intersect(Target, Range("07:P19")) Is Nothing Then
7         With Shapes("BrowseLettBtn")
8             .Left = Info.Range("Q" & Target.Row).Left
9             .Top = Info.Range("Q" & Target.Row).Top
10            .Visible = msoCTrue
11        End With
12    End If
13 End Sub
```

1 Option Explicit

2

3

4 Private Sub Worksheet_SelectionChange(ByVal Target As Range)

5

6 End Sub

Option Explicit

```

1
2
3
4 Private Sub Worksheet_Change(ByVal Target As Range)
5     If Target.CountLarge > 3 Then Exit Sub
6     'Document Template Load
7     If Not Intersect(Target, Range("M2" )) Is Nothing And Range("B8" ).Value <> "" Then
8         Jobs_ShowDocPreview
9
10        'Email Template Loads
11        If Not Intersect(Target, Range("R3" )) Is Nothing And Range("B10" ).Value <> Empty Then
12            Range("P7" ).Value = EmailTemp.Range("B" & Range("B10" ).Value).Value 'Load Email
13            Subject
14            Range("P9" ).Value = EmailTemp.Range("C" & Range("B10" ).Value).Value 'Load Email
15            Message
16        End If
17
18        'Search By Job or Company
19        If Not Intersect(Target, Range("G3,J3" )) Is Nothing Then
20            If Target.Value <> Empty Then Jobs_Filter
21        End If
22    End Sub
23
24 Private Sub Worksheet_SelectionChange(ByVal Target As Range)
25     If Target.CountLarge > 3 Then Exit Sub
26     If Not Intersect(Target, Range("D4:D999" )) Is Nothing And Range("D" & Target.Row).Value
27     <> Empty Then
28         Range("B6" ).Value = Target.Row
29         If Range("B7" ).Value = Empty Then
30             MsgBox "Please select a correct job from the list"
31             Exit Sub
32         End If
33         Range("B3" ).Value = Range("B7" ).Value 'Set Selected Job Idea
34         Job_Load 'Run Macro To Load job
35     End If
36 End Sub

```

1 Option Explicit

2

```

1 Option Explicit
2 Dim TempRow As Long, VarRow As Long
3 Dim FileName As String, FilePath As String, JobTitle As String, Company As String, DocName As
String, JobFolder As String
4
5 Sub Email_AddAttachment()
6 Dim EmailAtt As FileDialog
7 With JobInfo
8 'Check For accurate job Folder
9 JobFolder = Info.Range("E3" ).Value & "\" 'Shared Document Folder
10 If Dir(JobFolder, vbDirectory) = "" Or JobFolder = "\" Then
11 MsgBox "Please set a Jobs Folder"
12 BrowseForJobsFolder 'Run Macro to browse for folder
13 If Dir(JobFolder, vbDirectory) = "" Or JobFolder = "\" Then Exit Sub
14 End If
15
16 If .Range("G5" ).Value = Empty Or .Range("J5" ).Value = Empty Then
17 MsgBox "Please make sure to save a Job Title and Company before creating a cover
letter"
18 Exit Sub
19 End If
20
21 JobTitle = .Range("G5" ).Value 'Job Title
22 Company = .Range("J5" ).Value 'Company
23 DocName = Company & "_" & JobTitle 'Document Name
24 'Check For Job Folder & create as needed
25 If Dir(JobFolder & DocName, vbDirectory) = "" Then Mkdir (JobFolder & DocName)
'Create folder if needed
26
27
28 Set EmailAtt = Application.FileDialog(msoFileDialogFilePicker)
29 With EmailAtt
30 .Title = "Please select a file to attach"
31 .Filters.Add "All Files" , "*.*" , 1
32 .AllowMultiSelect = False
33 If .Show <> -1 Then GoTo NoSelection
34 FileName = Dir(.SelectedItems(1))
35 FilePath = .SelectedItems(1)
36 End With
37 On Error Resume Next 'Skip if existing folder
38 FileCopy FilePath, JobFolder & DocName & "\" & FileName 'Copy Files to The Company
Job Folder
39 On Error GoTo 0
40 If .Range("P5" ).Value <> Empty Then .Range("P5" ).Value = .Range("P5" ).Value & "," &
FileName Else .Range("P5" ).Value = FileName
41 NoSelection:
42
43 End With
44 End Sub
45 Sub Email_SaveTemplate()
46 With JobInfo
47 If .Range("B10" ).Value = Empty Then 'New Template
48 TempRow = EmailTemp.Range("A99999" ).End(xlUp).Row + 1
49 EmailTemp.Range("A" & TempRow).Value = .Range("R3" ).Value 'Set Template Name
50 Else ' Existing Template
51 TempRow = .Range("B10" ).Value 'Existing Template Row
52 End If
53 EmailTemp.Range("B" & TempRow).Value = .Range("P7" ).Value 'Subject
54 EmailTemp.Range("C" & TempRow).Value = .Range("P9" ).Value 'Message
55 End With
56 End Sub

```

```

57 Sub Email_Send()
58 Dim OutMail As Object, OutApp As Object
59 Dim EmailTo As String, Subj As String, Mesg As String, VarName As String, VarValue As
String, VarFormat As String, AttFile() As String
60 Dim AttNumb As Long
61 With JobInfo
62
63     'Set Variables
64     JobFolder = Info.Range("E3" ).Value & "\" 'Shared Document Folder
65     JobTitle = .Range("G5" ).Value 'Job Title
66     Company = .Range("J5" ).Value 'Company
67     DocName = Company & "_" & JobTitle 'Document Name
68     EmailTo = .Range("P3" ).Value 'Email to
69     Subj = .Range("P7" ).Value 'Subject
70     Mesg = .Range("P9" ).Value 'Message
71     For VarRow = 13 To 30 'Loop Through Variables to update Subject & message
72         VarName = .Range("A" & VarRow).Value 'Determine Variable Name
73         VarValue = .Range("B" & VarRow).Value 'Determine Variable Value
74         VarFormat = .Range("B" & VarRow).NumberFormat 'Set Cell Format
75         Subj = Replace(Subj, VarName, Application.WorksheetFunction.Text(VarValue, VarFormat
))
76         Mesg = Replace(Mesg, VarName, Application.WorksheetFunction.Text(VarValue, VarFormat
))
77     Next VarRow
78
79     Set OutApp = CreateObject("Outlook.Application" ) 'Set Outlook Application
80     Set OutMail = OutApp.CreateItem(0) 'Create Email
81     With OutMail
82         .To = EmailTo
83         .Subject = Subj
84         .body = Mesg
85         If JobInfo.Range("P5" ).Value <> Empty Then 'loop through attachments
86             AttFile = Split(JobInfo.Range("P5" ).Value, "," ) 'Split string based on commas
87             For AttNumb = LBound(AttFile) To UBound(AttFile)
88                 FilePath = JobFolder & DocName & "\" & AttFile(AttNumb)
89                 .attachments.Add FilePath
90             Next AttNumb
91         End If
92         .display 'use .Send to send email directly
93     End With
94 End With
95 End Sub

```

```
1 Option Explicit
2
3
4 Sub BrowseForCoverLetters()
5     Dim SelRow As Long
6     Dim CovLetter As FileDialog
7     Set CovLetter = Application.FileDialog(msoFileDialogFilePicker)
8     SelRow = ActiveCell.Row 'Set Selected Row
9     With CovLetter
10        .Title = "Browse For Word templates"
11        .Filters.Add "Word Templates" , "*.doc,*.docx" , 1
12        .AllowMultiSelect = False
13        If .Show <> -1 Then GoTo NoSelection
14        Info.Range("O" & SelRow).Value = Dir(.SelectedItems(1)) 'File Name
15        Info.Range("P" & SelRow).Value = .SelectedItems(1) 'File Path
16    End With
17    NoSelection:
18 End Sub
19
20 Sub BrowseForJobsFolder()
21     Dim JobFolder As FileDialog
22     Set JobFolder = Application.FileDialog(msoFileDialogFolderPicker)
23     With JobFolder
24        .Title = "Browse For Jobs Folder"
25        .AllowMultiSelect = False
26        If .Show <> -1 Then GoTo NoSelection
27        Info.Range("E3" ).Value = .SelectedItems(1)
28    End With
29    NoSelection:
30 End Sub
31
32 Sub BrowseForProfilePic()
33     Dim ProfPic As FileDialog
34     Set ProfPic = Application.FileDialog(msoFileDialogFilePicker)
35     With ProfPic
36        .Title = "Please select your profile picture"
37        .Filters.Add "Picture Files" , "*.jpg,*.png,*.gif" , 1
38        .AllowMultiSelect = False
39        If .Show <> -1 Then GoTo NoSelection
40        Info.Range("E4" ).Value = .SelectedItems(1) 'Set Folder Path
41    NoSelection:
42    End With
43 End Sub
```

```

1  Option Explicit
2  Dim JobRow As Long, JobCol As Long, LastRow As Long, LastResultRow As Long
3  Sub Job_AddNew()
4      With JobInfo
5          On Error Resume Next
6          .Shapes("DocPrev" ).Delete 'Delete any Cover Letter preview
7          On Error GoTo 0
8          .Range("JobData" ).ClearContents 'Clear Job Data
9          .Range("B9,B3" ).ClearContents 'Clear Job ID, Selected Row
10         .Range("G5" ).Select
11     End With
12 End Sub
13
14 Sub Job_Delete()
15     If MsgBox("Are you sure you want to delete this appointment?" , vbYesNo, "Delete
Appointment" ) = vbNo Then Exit Sub
16     If JobInfo.Range("B4" ).Value = Empty Then GoTo NotSaved
17     JobRow = JobInfo.Range("B4" ).Value 'Set Job Row
18     JobDB.Range(JobRow & ":" & JobRow).EntireRow.Delete 'Delete Job Row
19
20     NotSaved:
21     Job_AddNew 'Add New Job
22 End Sub
23
24 Sub Job_Load()
25     With JobInfo
26         On Error Resume Next
27         .Shapes("DocPrev" ).Delete 'Delete any Cover Letter preview
28         On Error GoTo 0
29
30         .Range("JobData" ).ClearContents 'Clear Existigng Job Data
31         If .Range("B4" ).Value = Empty Then
32             MsgBox "Please select a job from the list"
33             Exit Sub
34         End If
35         JobRow = .Range("B4" ).Value ' Job Row
36         For JobCol = 2 To 14
37             .Range(JobDB.Cells(1, JobCol).Value).Value = JobDB.Cells(JobRow, JobCol).Value
38             'Save Data
39         Next JobCol
40
41         'Load Correspondance History
42         With CorrDB
43             LastRow = .Range("A99999" ).End(xlUp).Row
44             If LastRow < 3 Then Exit Sub
45             .Range("A2:N" & LastRow).AdvancedFilter xlFilterCopy, CriteriaRange:=.Range(
46                 "R2:R3" ), CopyToRange:=.Range("U2:Y2" ), Unique:=True
47             LastResultRow = .Range("U99999" ).End(xlUp).Row
48             If LastResultRow < 3 Then Exit Sub
49             JobInfo.Range("F19:J" & LastResultRow + 16).Value = .Range("U3:Y" & LastResultRow)
50             .Value 'Bring over corr. data
51         End With
52
53         If .Range("B9" ).Value <> Empty Then Jobs_ShowDocPreview 'Run Cover Letter Preview if
54         available
55     End With
56 End Sub
57
58 Sub Job_SavedMessage()
59     With JobInfo.Shapes("JobSavedMsg" )
60
61     End With
62 End Sub

```

```

57     1 2 Dim i As Long, Delay As Double, StartTime As Double
58     .Visible = True
59     For i = 1 To 100
60         .Fill.Transparency = i / 100
61         Delay = 0.005
62         StartTime = Timer
63     Do
64         DoEvents
65     Loop While Timer - StartTime < Delay
66     Next i
67     .Visible = False
68 End With
69 End Sub
70
71
72 Sub Job_SaveUpdate()
73     With JobInfo
74         If .Range("G5").Value = Empty Then
75             MsgBox "Please make sure to add a Job Title before saving"
76             Exit Sub
77         End If
78         If .Range("B4").Value = Empty Then 'New Jobs
79             JobRow = JobDB.Range("A99999").End(xlUp).Row + 1 'First avail row
80             .Range("B3").Value = .Range("B5").Value 'Set New Job ID
81             JobDB.Range("A" & JobRow).Value = .Range("B5").Value 'Next Job ID
82         Else ' Existing Job
83             JobRow = .Range("B4").Value 'Existing Job Row
84         End If
85
86         For JobCol = 2 To 14
87             JobDB.Cells(JobRow, JobCol).Value = .Range(JobDB.Cells(1, JobCol).Value).Value
88             'Save Data
89         Next JobCol
90     End With
91     Job_SavedMessage
92 End Sub

```

```

1  Option Explicit
2
3
4  Sub HideShowJobs()
5      With JobInfo
6          If .Range("D:D" ).EntireColumn.Hidden = True Then 'Show Jobs
7              .Shapes("ShowJobsBtn" ).Visible = msoFalse
8              .Shapes("HideJobsBtn" ).Visible = msoCTrue
9              .Range("D:D" ).EntireColumn.Hidden = False
10             Else 'Hide Jobs
11                 .Shapes("ShowJobsBtn" ).Visible = msoCTrue
12                 .Shapes("HideJobsBtn" ).Visible = msoFalse
13                 .Range("D:D" ).EntireColumn.Hidden = True
14             End If
15         End With
16     End Sub
17
18 Sub Jobs_ClearFilter()
19     JobInfo.Range("G3,J3" ).ClearContents
20     Jobs_Filter
21 End Sub
22
23 Sub Jobs_Filter()
24     Dim LastRow As Long, LastResultRow As Long
25     JobInfo.Range("B6,D4:D999" ).ClearContents 'Clear Existing Jobs
26     With JobDB
27         LastRow = .Range("A99999" ).End(xlUp).Row
28         If LastRow < 3 Then Exit Sub
29         .Range("A3:C" & LastRow).AdvancedFilter xlFilterCopy, CriteriaRange:=.Range("Q2:R3" ),
30             CopyToRange:=.Range("AA2:AB2" ), Unique:=True
31         LastResultRow = .Range("AA99999" ).End(xlUp).Row
32         If LastResultRow < 3 Then Exit Sub
33         JobInfo.Range("D4:D" & LastResultRow + 1).Value = .Range("AB3:AB" & LastResultRow).
34             Value 'Bring over jobs
35     End With
36 End Sub
37
38
39 Sub Jobs_ShowDocPreview()
40     Dim JobFolder As String, DocFolder As String, FileName As String, FilePath As String
41     With JobInfo
42         On Error Resume Next
43         .Shapes("DocPrev" ).Delete 'Delete any existing document
44         On Error GoTo 0
45         JobFolder = Info.Range("E3" ).Value & "\" 'Main Document Folder
46         If Dir(JobFolder, vbDirectory) = "" Or JobFolder = "\" Then
47             MsgBox "Please set a Jobs Folder"
48             BrowseForJobsFolder 'Run Macro to browse for folder
49             If Dir(JobFolder, vbDirectory) = "" Or JobFolder = "\" Then Exit Sub
50         End If
51
52         Application.ScreenUpdating = False
53         If .Range("B9" ).Value <> Empty Then
54             FilePath = .Range("B9" ).Value 'Generated cover Letter File Path
55         Else
56             FilePath = .Range("B8" ).Value 'Template File Path
57         End If
58         If Dir(FilePath, vbDirectory) = "" Or FilePath = Empty Then Exit Sub 'Exit on Missing
59         Document
60         'Create Word Document Preview inside Excel
61         .OLEObjects.Add(FileName:=FilePath, Link:=False, DisplayAsIcon:=False).Name =
62             "DocPrev"
63         With .Shapes("DocPrev" )
64             .LockAspectRatio = True
65         End With
66     End With
67 End Sub
68
69
70
71
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99

```

1 2 3


```
58     1 2 3     .Left = JobInfo.Range("L3" ).Left 'Set Left Position
59     .Top = JobInfo.Range("L3" ).Top 'Set Top Position
60     End With
61     End With
62     Application.ScreenUpdating = True
63 End Sub
64
65 Sub Jobs_ShowDocs()
66     With JobInfo
67         .Shapes("EmailGrp" ).Visible = msoFalse
68         .Shapes("CreateCovLetBtn" ).Visible = msoCTrue
69         .Range("L:N" ).EntireColumn.Hidden = False
70         .Range("O:R" ).EntireColumn.Hidden = True
71         On Error Resume Next
72         .Shapes("DocPrev" ).Visible = msoCTrue
73         On Error GoTo 0
74     End With
75 End Sub
76
77 Sub Jobs_ShowEmail()
78     With JobInfo
79         .Shapes("EmailGrp" ).Visible = msoCTrue
80         .Shapes("CreateCovLetBtn" ).Visible = msoFalse
81         .Range("L:N" ).EntireColumn.Hidden = True
82         .Range("O:R" ).EntireColumn.Hidden = False
83         .Range("P3" ).Value = .Range("G9" ).Value 'Set Default Email To
84         On Error Resume Next
85         .Shapes("DocPrev" ).Visible = msoFalse
86         On Error GoTo 0
87     End With
88 End Sub
```

```

1 Option Explicit
2 Const wdReplaceAll = 2
3 Sub CreateLetter()
4     Dim JobFolder As String, DocName As String, DocPath As String, TempPath As String,
5     JobTitle As String, Company As String
6     Dim VarFormat As String, VarName As String, VarValue As String, ProfPic As String
7     Dim WordApp As Object, WordDoc As Object, Word
8     Dim VarRow As Long
9
10    With JobInfo
11        If .Range("B8").Value = "" Then
12            MsgBox "Please select a Cover Letter Template before creating a cover letter"
13            Exit Sub
14        End If
15
16        If .Range("G5").Value = Empty Or .Range("J5").Value = Empty Then
17            MsgBox "Please make sure to save a Job Title and Company before creating a cover
18            letter"
19            Exit Sub
20        End If
21
22        'Check For accurate job Folder
23        JobFolder = Info.Range("E3").Value & "\" 'Shared Document Folder
24        If Dir(JobFolder, vbDirectory) = "" Or JobFolder = "\" Then
25            MsgBox "Please set a Jobs Folder"
26            BrowseForJobsFolder 'Run Macro to browse for folder
27            If Dir(JobFolder, vbDirectory) = "" Or JobFolder = "\" Then Exit Sub
28        End If
29        ProfPic = Info.Range("E4").Value 'Profile Picture
30        If Dir(ProfPic, vbDirectory) = "" Then ProfPic = ""
31        JobTitle = .Range("G5").Value 'Job Title
32        Company = .Range("J5").Value 'Company
33        TempPath = .Range("B8").Value 'Template Path
34        DocName = Company & "_" & JobTitle 'Document Name & Folder
35        'Check For Job Folder & create as needed
36        If Dir(JobFolder & DocName, vbDirectory) = "" Then Mkdir (JobFolder & DocName)
37        'Create folder if needed
38        DocPath = JobFolder & DocName & "/" & DocName & ".docx" 'Create Document Path
39        'Open Word Template
40        On Error Resume Next 'If Word is already running
41        Set WordApp = GetObject("Word.Application")
42        If Err.Number <> 0 Then
43            'Launch a new instance of Word
44            Err.Clear
45            Set WordApp = CreateObject("Word.Application")
46        End If ' Work Running Check
47        On Error GoTo 0
48        WordApp.Visible = True 'Make the application visible to the user
49        Set WordDoc = WordApp.Documents.Open(FileName:=TempPath, ReadOnly:=False) 'Open
50        Template
51        If ProfPic <> "" Then WordDoc.Shapes("ProfilePic").Fill.UserPicture ProfPic 'Set
52        Profile picture
53        For VarRow = 13 To 30 'Loop Through Variables
54            VarName = .Range("A" & VarRow).Value 'Determine Variable Name
55            VarValue = .Range("B" & VarRow).Value 'Determine Variable Value
56            VarFormat = .Range("B" & VarRow).NumberFormat 'Set Cell Format
57
58            With WordDoc.Content.Find
59                .Text = VarName
60                .Replacement.Text = Application.WorksheetFunction.Text(VarValue, VarFormat)
61                .Execute Replace:=wdReplaceAll 'Find & Replace all instances
62            End With
63        Next VarRow
64    End With
65 End Sub

```

1 2 3

```
57     1 2 3 Next VarRow
58     On Error Resume Next
59     Kill (DocPath) 'Delete filename with the same name if it exists
60     On Error GoTo 0
61     On Error Resume Next
62     WordDoc.ExportAsFixedFormat OutputFileName:=DocPath, ExportFormat:=WordDoc.
        wdExportFormatPDF
63     WordDoc.SaveAs DocPath
64     WordDoc.Close False
65     WordApp.Quit
66     .Range("B9" ).Value = DocPath 'Add Document Path To Job
67     Job_SaveUpdate 'Save/Update current job
68     Jobs_ShowDocPreview 'Update Preview of template with actual
69     End With
70     End Sub
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Thank You!

This source code was created and made available to help you gain a better understanding of how VBA is used to create amazing Excel-based applications.

Thank you so much for your continued shares, likes and support. It really helps.



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